

**CENTRAL JERSEY JOINT INSURANCE FUND
MEETING MINUTES
September 21, 2016
PISCATAWAY
MUNICIPAL COMPLEX**

**MEETING OF THE EXECUTIVE COMMITTEE CALLED TO ORDER AT 2:00 P.M.
OPEN PUBLIC MEETING STATEMENT READ INTO RECORD
PLEDGE OF ALLEGIANCE**

ROLL CALL OF THE 2016 EXECUTIVE COMMITTEE

Robert Landolfi, Township of Woodbridge	Present
Joseph Criscuolo, Piscataway	Present
Robert Vornlocker, Township of Franklin	Absent
Nancy Costa, Township of Hillsborough	Present
Daniel Frankel, Borough of Sayreville	Absent
William Northgrave, Township of Edison	Absent
Colleen Connolly, Borough of Belmar	Absent
Michael Gross, City of South Amboy	Present

ALSO PRESENT:

Jeremy Solomon, Bob Smith & Associates
Richard Lorentzen, Treasurer
Donna Setzer, Qual Lynx
Kathy Kissane, Qual Lynx
Amy Pieroni, North American Insurance Management
George Crosby, BGIA
Ilene Laursen, Conner Strong & Buckelew
Don Ruprecht, JA Montgomery Risk Control
Joseph Hrubash, PERMA
Bradford Stokes, PERMA
Rachel Chwastek, PERMA

MINUTES: July 20, 2016 Minutes

MOTION TO APPROVE MINUTES FOR JULY 20, 2016

Moved:	Commissioner Gross
Second:	Commissioner Criscuolo
Vote:	4 Ayes, 0 Nays

CORRESPONDENCE: None

EXECUTIVE DIRECTOR'S REPORT – Executive Director reviewed the pro forma reports for the Central JIF. The Central JIF has a surplus of over \$4.0 million and a cash balance of over \$13 million. The expected loss ratio report, which shows how the fund is compared to the actuary's targets, and all years are running better actuary's expectations. The Fund's loss time accident sits at 1.40, which is outstanding.

2017 Renewal Online Underwriting Database: Members and risk managers have received notification that the database was set up to begin the 2017 underwriting renewal. The deadline to submit schedules was August 15th. The Executive Director advised the Central JIF is about 75% through the renewal submission in Exigis.

Employment Practices Program: As a reminder, changes to the 2017 POL/EPL Program are posted on the MEL's webpage - www.njmel.org - which details changes to the MEL's Model Personnel Manual and information on training program requirements. The final Police Command training was held in Monroe Township last week. The Executive Directive will provide an update.

Members have until October 1st to submit checklist to qualify and/or maintain deductible and co-pay incentives. The checklist was included in the agenda.

Residual Claims Fund (RCF) - The Residual Claims Fund met on September 7, 2016 at the Forsgate Country Club in Jamesburg, NJ; enclosed in the agenda was a copy of Commissioner Landolfi's report on the meeting. The Residual Claims Fund amended 2016 Budget and the proposed 2016 Budget was introduced. The public hearing on the RCF budget will be held on October 19, 2016 10:30 a.m. at the Forsgate Country Club.

EJIF - The EJIF met on September 7, 2016 at the Forsgate Country Club in Jamesburg, NJ; enclosed in the agenda was a copy of Commissioner Landolfi's report on the meeting. The 2016 budget was introduced and will be adopted at the October 19, 2016 meeting.

MEL - The MEL met on September 7, 2016 at the Forsgate Country Club in Jamesburg, NJ; enclosed in the agenda was a copy of Commissioner Landolfi's report. The MEL's 2017 budget introduction is scheduled for October 19, 2016 at the Forsgate Country Club in Jamesburg NJ.

2016 Member Manuals – The Fund Office distributed 2016 coverage documents to Fund Commissioners and Risk Managers last month.

Risk Management Consultant Agreements – We are pleased to report all Risk Management consultant agreements have been received by the Fund Office.

Cyber Ad Hoc Committee – The Committee met on August 5, 2016. Included in the agenda was a progress report from Justin Heyman, Chair of the Cyber Task Force. The next meeting of the Committee will be later this month.

2017 Budget Introduction – The 2017 Budget introduction will be held at the October meeting. The Fund's Rules & Contracts Committee will be scheduling a meeting in early October to review budget status and options.

Potential New Membership – The Executive Director met last week with the Marketing Manager to discuss potential new membership. The Marketing Manager will provide an update during their report.

November Meeting Date – The Fund Office advertised the next meeting for November 21st, which is the week of Thanksgiving.

The Executive Director then asked if there were any questions and concluded his report.

Reports Made Part of Minutes.

TREASURER: The Treasurer, Mr. Richard Lorentzen, presented the Bill’s List.

RESOLUTION 24-16 AUGUST 2016 VOUCHER PAYMENTS

2015	\$	667.61
2016	\$	190,453.00
TOTAL	\$	191,120.60

RESOLUTION 25-16 SEPTEMBER 2016 VOUCHER PAYMENTS

2015	\$	1,922,402.67
2016	\$	129,643.77
TOTAL	\$	2,052,046.44

MOTION TO ADOPT RESOLUTIONS 24-16 AND RESOLUTION 25-16 APPROVING THE AUGUST AND SEPTEMBER VOUCHER PAYMENT LISTS, AS SUBMITTED:

Moved: Commissioner Costa
Second: Commissioner Gross
Roll Call Vote: 4 Ayes, 0 Nays

Voucher Lists, Treasurer Report & Investment Portfolio Reports Made Part of Minutes.

CLAIMS/ MANAGED CARE:

CLAIMS – Kathy Kissane reported the Claims Committee reviewed the PAR’s for August today. Claims Manager respectfully requested a motion to ratify the PAR’s that were submitted to the Claims Committee today for August.

PAYMENT AUTHORIZATION REQUESTS: Executive Committee reviewed payment authorization requests presented by Claims Service in August. Claims Review Committee reviewed and recommended as submitted.

MOTION TO APPROVE PAYMENT AUTHORIZATION REQUESTS FOR AUGUST CLAIMS PRESENTED IN EXECUTIVE SESSION BY QUAL-LYNX

Moved: Commissioner Criscuolo

Second: Commissioner Gross
Roll Call Vote: 4 Ayes, 0 Nays

MANAGED CARE:

CLAIMS – Donna Setzer reported savings was at 64% with a network penetration of 99%. Ms. Setzer also reported on the savings below UCR was 68%.

UNDERWRITING MANAGER

LIST OF CERTIFICATES ISSUED – The Executive Director reported the list of Certificates issued was submitted showing 6 certificates issued 7/25/2016 through 8/25/2016.

List of Certificates made part of the minutes.

MARKETING MANAGER: – The marketing manager distributed the marketing report, reviewed it with the commission, asked the commissioners if they had any questions and then concluded her report.

SAFETY DIRECTOR: – Don Ruprecht advised the Safety Director’s report was included in the agenda. The report included a list of loss control activities for the months of July and August, the local MSI classes, and two Safety Director Bulletins on Ladder Safety and Resources for School Crossing Guard Safety Programs. Mr. Ruprecht advised on 9/27/2016 the JIF would be hosting a training course on conflict resolution and dealing with difficult people He asked if there were any questions and then concluded his report.

RISK MANAGERS: NONE

OLD BUSINESS: NONE

NEW BUSINESS: NONE

PUBLIC COMMENT: NONE

MOTION TO ADJOURN

Moved: Commissioner Gross
Second: Commissioner Costa
Vote: Unanimous

Meeting adjournment at 2:17 p.m.
Prepared by Rachel Chwastek, Assisting Secretary for

Daniel Frankel, Secretary

RESOLUTION NO. 24-16

**CENTRAL JERSEY JOINT INSURANCE FUND
BILLS LIST – AUGUST 2016**

WHEREAS, the Treasurer has certified that funding is available to pay the following bills:

BE IT RESOLVED that the Central Jersey Joint Insurance Fund’s Executive Board, hereby authorizes the Fund treasurer to issue warrants in payment of the following claims; and

FURTHER, that this authorization shall be made a permanent part of the records of the Fund.

FUND YEAR 2015

<u>Check Number</u>	<u>Vendor Name</u>	<u>Comment</u>	<u>Invoice Amount</u>
001048			
001048	RUSSO & ASSOCIATE LLC	INTERNAL AUDIT - 2015	667.61
			667.61
		Total Payments FY 2015	667.61

FUND YEAR 2016

<u>Check Number</u>	<u>Vendor Name</u>	<u>Comment</u>	<u>Invoice Amount</u>
001049			
001049	QUAL-LYNX	MANAGED CARE FEE 08/2016	14,143.44
			14,143.44
001050			
001050	MUNICIPAL EXCESS LIABILITY RCF	WOODBIDGE RUN-IN ASSESSMENT 1ST&2ND'16	35,000.00
			35,000.00
001051			
001051	ACRISURE, LLC	MARKETING MANAGER FEE 08/2016	10,159.17
			10,159.17
001052			
001052	QUAL-LYNX	CLAIMS ADMIN - 08/2016	40,320.75
			40,320.75
001053			
001053	J. A. MONTGOMERY RISK CONTROL	LOSS CONTROL SERVICES - 08/2016	10,321.13
			10,321.13
001054			
001054	PERMA RISK MANAGEMENT SERVICES	POSTAGE FEE 07/2016	15.80
001054	PERMA RISK MANAGEMENT SERVICES	EXECUTIVE DIRECTOR FEE 08/2016	45,105.67
			45,121.47
001055			
001055	THE ACTUARIAL ADVANTAGE	ACTUARIAL CONSULTING SERVICES - 08/2016	2,698.58
			2,698.58
001056			
001056	CAPEHART & SCATCHARD, P.A.	LITIGATION MANAGEMENT - JUN - AUG 2016	5,000.00
			5,000.00
001057			
001057	NEWTECH SERVICES INC.	MONTHLY WEBSITE MAINTENANCE/HOSTNG 8/16	75.00
			75.00
001058			

001058	RICHARD LORENTZEN	TREASURER FEE 08/2016	1,399.17
			1,399.17
001059			
001059	BUSINESS & GOVERNMENTAL	RMC FEE 2ND 2016 - BELMAR BORO	18,919.00
			18,919.00
001060			
001060	BOB SMITH & ASSOCIATES	LITIGATION MANAGEMENT - 07/2016	2,035.50
001060	BOB SMITH & ASSOCIATES	ATTORNEY FEE 07/2016	3,536.75
			5,572.25
001061			
001061	CEDAR GROVE CAFE AGC LLC	FOOD SERVICES - 7/20/16 SAFTY & JIF MTG	433.16
			433.16
001062			
001062	HOME NEWS TRIBUNE	ACCT: ASB183802 - 7/15/16 - AUDIT REPORT	118.12
			118.12
001063			
001063	ALLSTATE INFORMATION MANAGEMNT	ACCT: 225 - ACT & STOR - 7/31/2016	29.38
001063	ALLSTATE INFORMATION MANAGEMNT	ACCT: 225 - ACT & STOR - 06/30/2016	29.38
			58.76
001064			
001064	CONNER STRONG & BUCKELEW CO.	POSITION BOND - 2016	1,113.00
			1,113.00
		Total Payments FY 2016	190,453.00

RESOLUTION NO. 25-16

**CENTRAL JERSEY JOINT INSURANCE FUND
BILLS LIST – SEPTEMBER 2016**

WHEREAS, the Treasurer has certified that funding is available to pay the following bills:

BE IT RESOLVED that the Central Jersey Joint Insurance Fund’s Executive Board, hereby authorizes the Fund treasurer to issue warrants in payment of the following claims; and

FURTHER, that this authorization shall be made a permanent part of the records of the Fund.

FUND YEAR CLOSED

<u>Check Number</u>	<u>Vendor Name</u>	<u>Comment</u>	<u>Invoice Amount</u>
001065			
001065	MUNICIPAL EXCESS LIAB. RCF	2016 RCF ASSESSMENT - CLOSURE FY 2012	1,922,402.67
			1,922,402.67
		Total Payments Closed Year	1,922,402.67

FUND YEAR 2016

<u>Check Number</u>	<u>Vendor Name</u>	<u>Comment</u>	<u>Invoice Amount</u>
001066			
001066	QUAL-LYNX	MANAGED CARE FEE 09/2016	14,143.44
			14,143.44
001067			
001067	ACRISURE, LLC	MARKETING MANAGER FEE 09/2016	10,159.17
			10,159.17
001068			
001068	QUAL-LYNX	CLAIMS ADMIN - 09/2016	40,320.75
			40,320.75
001069			
001069	J. A. MONTGOMERY RISK CONTROL	LOSS CONTROL SERVICES - 09/2016	10,321.13
			10,321.13
001070			
001070	PERMA RISK MANAGEMENT SERVICES	POSTAGE FEE 08/2016	9.61
001070	PERMA RISK MANAGEMENT SERVICES	EXECUTIVE DIRECTOR FEE 09/2016	45,105.67
			45,115.28
001071			
001071	THE ACTUARIAL ADVANTAGE	ACTUARIAL CONSULTING SERVICES - 09/2016	2,698.58
			2,698.58
001072			
001072	NEWTECH SERVICES INC.	MONTHLY WEBSITE MAINTENANCE/HOSTNG 9/16	75.00
			75.00
001073			
001073	RICHARD LORENTZEN	TREASURER FEE 09/2016	1,399.17
			1,399.17
001074			
001074	BOB SMITH & ASSOCIATES	LITIGATION MANAGEMENT - 08/2016	1,874.50
001074	BOB SMITH & ASSOCIATES	ATTORNEY FEE 08/2016	3,536.75
			5,411.25
		Total Payments FY 2016	129,643.77

TOTAL PAYMENTS ALL FUND YEARS \$ 2,052,046.44